

**Filing an Excel spreadsheet**

**Excel spreadsheets should ONLY be used if the material contained needs to be manipulated.**

If you are filing an Excel spreadsheet as a confidential filing, the first worksheet should be the Affidavit.

To embed a PDF document in an Excel spreadsheet:

Position the cursor in cell A1 (or wherever you wish to embed the spreadsheet)

Click on Insert Object

On the Object pop-up window, click on the Create from File tab

Click the Browse button and select the PDF file, and click on Insert

Click OK

If you have questions or problems, please contact Rebecca Yoh by phone at (608) 261-8521 or via email at [Rebecca.Yoh@wisconsin.gov](mailto:Rebecca.Yoh@wisconsin.gov)